The Post-Graduate Diploma (PG Dip.) and Master of Science (MSc.) in Management and Educational Leadership

Q1. Where can I find information about the Post Graduate Diploma and Masters of Science degrees in Management and Educational Leadership?

Full details about these programmes can be found on our website using the following links:

http://www.open.uwi.edu/graduate/graduate-diploma-management-and-educational-leadership

http://www.open.uwi.edu/graduate/msc-management-and-educational-leadership

Q2. Who does the programme target?

While the programme seeks to target persons who are engaged in administrative, supervisory and leadership functions, we encourage persons who hope to realize such positions, to apply and benefit from the wealth of knowledge to be gained.

Q3. How will this Masters enhance my employability?

Many persons occupying supervisory or leadership positions in the education system are proficient in their area of expertise and have moved up the ladder as a result of their professional skills but they do not necessarily have any or sufficient training in management. This programme aims to provide relevant and current training for such persons, many of whom, by virtue of the responsibilities that they carry, are not able to pursue their studies on a full-time basis at a physical campus. The MSc in Management and Educational Leadership is therefore designed to meet the needs of persons who are engaged in managerial functions as well as those who wish to assume a managerial role in educational organizations, and who need additional training to successfully carry out these roles.

Individuals possessing this professional qualification are likely to be employed in the education sector as senior teachers, principals, Ministry of Education officers and education consultants. This programme will provide persons with the management and leadership skills needed in order to execute such duties more effectively.

Q4. How much does the programme cost?

The Open Campus charges fees per course. The MSc is $660 per 3-credit course and Graduate Introduction to Online Learning is US$60.

For additional financial information please visit: http://www.open.uwi.edu/graduate/financial-information
Q5. Where can I apply?
To apply for the Post Graduate Diploma or Masters of Science in Management and Educational Leadership, please visit: [http://apply.open.uwi.edu/](http://apply.open.uwi.edu/)

Q6. When can I apply?
You may apply online for these programmes during the calendar year in time for admission to the programme in August and January of each academic year. The UWI Open Campus has a rolling application process and therefore you may apply at any time. Note that deadlines exist for applications/ entry during each period. eg. 30th June is the deadline for the academic year August 2015/2016.

Q7. How long is the programme?
The MSc in Management in Educational Leadership comprises 40-41 credits (dependent on electives chosen) which span 2 years and 2 semesters. Students have the option of exiting the programme at the end of the first seven courses (20-21 credits) and will be eligible for the award of the graduate Diploma in Management and Educational Leadership on condition that they have successfully completed the six requisite courses (18 credits) and one elective.

Please note the Programme Advising pages which outline the delivery schedule for courses, and guide students so they know for which courses to register each semester.

Please visit: [http://www.open.uwi.edu/graduate/programme-delivery-schedule](http://www.open.uwi.edu/graduate/programme-delivery-schedule)

Q8. Can I transfer from another institution and use my prior study as credit towards my Post Graduate degree?
No, this programme does not allow a credit transfer. Students are required to complete the full 40-41 credits to meet the requirements for the award of this Master of Science degree.

Q9. Can I apply to the Open Campus for funding to undertake the programme?
This programme is a self-funded programme. The Open Campus does not offer funding but students may seek their own private or government funding. GATE approval is currently being sought for students in Trinidad.

Q10. I am completing my undergraduate degree but will not get the results until after the closing date for applications, can I still apply?
Yes, you may apply for this programme in anticipation of the award of your Undergraduate degree. In this situation, a successful applicant will be offered a conditional place in the programme and will later be required to provide evidence of successful completion.
Q1. I have an undergraduate degree but neither in management nor education. May I still apply?

If your undergraduate degree is not in management or education you may still apply for this degree as the requirement for entry is an undergraduate degree (Lower Second Class and above) regardless of area of study.

In special cases where you do not meet the minimum requirements or there are questions surrounding the equivalence of your qualifications, your case will be examined by a Graduate Selection Committee.

Q2. If I meet the entry requirements will I be guaranteed a place on the programme?

We cannot guarantee a place in the programme, until we have assessed your application and made you a formal offer. We therefore encourage interested candidates to apply early and submit all required documents in anticipation for admission for an August/ January start in this programme.

Q3. Can I do the Post Graduate Diploma or the Masters of Science by distance learning?

This a distance learning programme and is conducted fully online. Persons can therefore reside anywhere in the Caribbean to be enrolled on the programme. All new graduate students are required to do the Graduate Introduction to Online Learning before starting the programme. This is a short three-week course that teaches you how to navigate the Open Campus Learning Management System as a learner and provides guidelines for functioning as an online postgraduate learner. All of our programmes are delivered using the Open Campus “Learning Exchange” online environment (Moodle). You will need to have your own computer and reliable Internet to access this programme from the comfort of your home.

Q4. How long are the semesters?

We operate on a system where there are two semesters of equal length and one shorter summer term. Semester 1 is 13 weeks which runs from August to December. Semester 2 is also 13 weeks and runs from January to April and the Summer is 7-9 weeks and runs from May to July.

Q5. What is GPA and why is it important?

GPA stands for Grade Point Average. It is the accumulated score for the courses you take each semester. Your GPA level will indicate the type of degree you are awarded (honours or pass).

Q6. How many days will I have to sign into the Learning Exchange?

During semester one and two (13 weeks) we recommend that you sign into the Learning Exchange at least an hour per day, to keep abreast of the activities in the Units. You can sign in at times convenient to your schedule to complete the required activities and assignments. For your studies, good practice recommends that you schedule blocks of time each week for ‘seat work’ online and/or off line (e.g 3 hours per week for 13 weeks) to achieve 39-credit hours for each 3-
credit course. During the summer semester you have a shorter period of (7-9 weeks). Good practice suggests you schedule blocks of time each week for ‘seat work’ to achieve 39-credit hours for each 3-credit course (5.57 hours per week for 7 weeks). In addition to ‘seat work’ you should include time for additional reading, research and completion of assignments.

Q17. When do I have to sign into the Learning Exchange at specific times?

- When forum activities require your interaction with your peers
- When an assignment is due at a given date and time, you will have to sign into the Learning Exchange and submit your assignment
- When your Programme Manager, Course Coordinator or Tutor want to meet with you in real time (via Blackboard Collaborate [BbC] synchronous sessions)
- When you have group activities to complete

Q18. What academic support would I receive with my courses?

- Each course has a Group Facilitator or eTutor assigned to a group of 20 students. Their role is to guide you through the activities in the course Units and to answer any questions you may have about the activities, assignments and advice on academic matters
- In addition to the GF/ eTutor each course has a Course Coordinator (CC) who supervises all eTutors in the course to ensure that their guidance to you meets the academic standard required by the Open Campus. They also guide students on academic matters to assist them to successfully complete the course.
- Each course is assigned a Course Delivery Assistant (CDA) who monitors the course and provides support to you via the following ways:
  - Orientation to the Learning Exchange
  - Daily SKYPE synchronous sessions (username: uwioc_academic_support)
  - Email contact for support: academicsupport@open.uwi.edu
- The helpdesk is available to assist you with technical issues (appropriate systems to be downloaded on your computer) you may encounter with your UWIOC email etc. (email: helpdesk@open.uwi.edu)
- Support can be sought for your technical issues as it relates to uploading of assignments etc. from the Learning Support Specialist (LSS) assigned to your programme
- Each programme has a Programme Manager who manages the overall delivery of the Programme at the start of each semester you will be provided with academic advising suggestions as you manage your course load and work towards your Degree

For advice or additional information on this Programme, email The Programme Manager

Mrs. Elizabeth Sinclair, elizabeth.sinclair@open.uwi.edu